

**SALESPERSON EXAM/LICENSE APPLICATION**

RE435 (Rev. 12/05)

**GENERAL INFORMATION***This application allows you to:*

- Apply for the real estate salesperson examination *and* the real estate salesperson license at the same time, if you have not scheduled for an on-line exam OR
- Apply for a real estate salesperson license, if a valid examination application has been filed within the last two years. This includes registering for an on-line exam.

**Read enclosed instructions** before completing and submitting this application to ensure that you understand the requirements and that the proper qualifying documentation and exam/license fee are submitted. **Note:** Fees submitted with this application are **not refundable**. If you fail to qualify for or pass the examination within two years of the date this application is filed, the fees may not be applied to any future applications.

**APPLICATION IS FOR: (Must check one box.)**

**C** ☐ **Real estate examination and license** — Complete Parts A, B, C, & D.

**L** ☐ **Real estate license only** (If already scheduled for examination) — Complete Parts A, C & D.

DRE USE ONLY

EXAM ID

LIC ID

EFFECTIVE DATE

EXPIRATION DATE

RECEIVED DATE

**FEE  
REQUIRED****Refer to pg. 3  
of RE 435A.****PART A — APPLICANT INFORMATION**

1. SOCIAL SECURITY NUMBER (REFER TO PRIVACY NOTICE ON RE 435A.)

2. BIRTH DATE (MM/DD/YYYY)

3. Have you **ever** applied for a California real estate exam? ..... ☐ NO ☐ YES

If YES, list examination ID#. (If known.) ..... \_\_\_\_\_

4. APPLICANT'S NAME – LAST, FIRST, MIDDLE

5A. MAILING ADDRESS – STREET ADDRESS OR POST OFFICE BOX

5B. CITY

5C. STATE

5D. ZIP CODE

6. Do you reside in California? ..... ☐ NO ☐ YES

If NO, an "RE 234" is required. (Refer to RE 435A, General Examination Information.)

7. Check "no mailings" box, if you do not want your name and address to be included on applicant or licensee mailing lists. .... ☐ NO MAILINGS

8. RESIDENCE PHONE NUMBER (INCLUDE AREA CODE)

9. BUSINESS PHONE NUMBER (INCLUDE AREA CODE)

10. HAVE YOU USED ANY OTHER NAMES (I.E., MAIDEN NAME, FORMER MARRIED NAMES, AKA'S, ETC.)?

☐ NO ☐ YES IF YES, LIST ALL NAMES USED.

11. HEIGHT

12. WEIGHT

13. COLOR OF EYES

14. COLOR OF HAIR

15. GENDER

☐ MALE ☐ FEMALE

16. Do you now hold or have you **ever** held a California real estate license? ..... ☐ NO ☐ YES

If YES, complete 16A, B, C, and D below.

If YES to 16, has your California real estate license been previously revoked? ..... ☐ NO ☐ YES

A. TYPE OF LICENSE

B. IDENTIFICATION NUMBER

C. EXPIRATION DATE

D. NAME ON LICENSE

**PART B — EXAMINATION INFORMATION**

1. EXAM AREA PREFERENCE (REFER TO WWW.DRE.CA.GOV FOR LIST OF OTHER AVAILABLE TESTING FACILITIES.)

☐ SACRAMENTO ☐ FRESNO ☐ LOS ANGELES  
☐ OAKLAND ☐ SAN DIEGO ☐ OTHER:

2. EARLIEST DATE YOU CAN TAKE EXAM

(mm)

(dd)

(yyyy)

**FOR OFFICE USE ONLY**

☐ RESTRICTED ☐ VIOLATIONS

FORM LETTER / NOTES

PROCESSOR # &amp; DATE PROCESSED



NAME OF APPLICANT

**PART C — LICENSE INFORMATION**1. WORKING STATUS (*Check one.*)
☐ AT TIME OF ISSUANCE, I *WILL BE* WORKING IN REAL ESTATE FOR WHICH A CALIFORNIA LICENSE IS REQUIRED. ITEMS 2–8 MUST BE COMPLETED.

☐ AT TIME OF ISSUANCE, I WILL NOT BE WORKING IN REAL ESTATE FOR WHICH A CALIFORNIA LICENSE IS REQUIRED. **DO NOT COMPLETE ITEMS 2–8; GO TO PART D.**

## 2. BROKER OR CORPORATION ID #

DRE USE ONLY

## 3. BROKER/CORP. EXPIRATION DATE

## 4. BUSINESS TELEPHONE NUMBER

5. SPONSORING BROKER OR CORPORATION (*Print name as it appears on license – Do not list DBA's.*)

## 6. MAIN OFFICE ADDRESS OF SPONSORING BROKER OR CORPORATION

**Broker Certification**

I hereby certify under penalty of perjury that I am a licensed real estate broker, and that I have read the applicant's answers to all questions in the application, and that upon qualifying for the license there will be a written agreement on file in my office covering the material aspects of employment relationship including supervision, duties, and compensation of the applicant named on this form under the employment provisions of Section 2726 of the Regulations of the Real Estate Commissioner.

I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for workers' compensation.

7. SIGNATURE (*Sponsoring Broker / Licensed Officer*)

DATE

8. PRINTED NAME OF LICENSED OFFICER (*If corporation on line 5.*)**PART D — BACKGROUND INFORMATION**

❖ **Carefully read and provide detailed answers to questions #1–4. You must provide a yes or no response to all questions.**

❖ "Convicted" as used in Question 2 includes a verdict of guilty by judge or jury, a plea of guilty or of nolo contendere, or a forfeiture of bail in municipal, superior or federal court. All convictions must be disclosed whether or not the plea or verdict was set aside, the conviction against you was dismissed, or expunged or if you have been pardoned. Convictions occurring while you were a minor must be disclosed unless the record of conviction has been sealed under Section 1203.45 of the California Penal Code or Section 781 of the California Welfare and Institutions Code.

1. HAVE YOU EVER HAD A BUSINESS OR PROFESSIONAL LICENSE (INCLUDING REAL ESTATE) **DENIED, SUSPENDED, RESTRICTED or REVOKED** IN CALIFORNIA OR ANY OTHER STATE? (*Do not include driver's license suspensions, etc.*)
☐ NO ☐ YES IF YES, COMPLETE #1B–I BELOW. IF NEEDED, EXPLANATION MAY BE PROVIDED IN #4E (PAGE 3).

## 1B. TYPE OF LICENSE

## 1C. LICENSE ID NO.

## 1D. LICENSE EXPIRATION DATE

## 1E. STATE

1F. ACTION (*revoked, etc.*)

## 1G. DATE OF ACTION

## 1H. DATE ACTION TERMINATED

## 1I. CODE SECTION VIOLATED

## 2. HAVE YOU EVER BEEN CONVICTED OF ANY VIOLATION OF LAW? CONVICTIONS EXPUNGED UNDER PENAL CODE SECTION 1203.4 MUST BE DISCLOSED. HOWEVER, YOU MAY OMIT MINOR TRAFFIC CITATIONS WHICH DO NOT CONSTITUTE A MISDEMEANOR OR FELONY OFFENSE.

☐ NO ☐ YES IF YES, COMPLETE #4E (PAGE 3).

## 3. ARE THERE ANY CRIMINAL CHARGES PENDING AGAINST YOU AT THIS TIME?

☐ NO ☐ YES IF YES, COMPLETE #4E (PAGE 3).
4. **DETAILED EXPLANATION OF ITEMS 1–3.** COMPLETE ONE LINE FOR EACH VIOLATION AND PROVIDE EXPLANATION BELOW. IF YOU ARE UNABLE TO PROVIDE THIS INFORMATION, A DETAILED EXPLANATION MAY SUFFICE. INDICATE WHETHER EACH CONVICTION WAS A MISDEMEANOR OR FELONY AT THE TIME THE CONVICTION OCCURRED. IF THE CONVICTION STATUS HAS BEEN SUBSEQUENTLY CHANGED OR REDUCED, NOTE THAT FACT IN THE AREA PROVIDED FOR ADDITIONAL INFORMATION.\* CODE SECTION VIOLATED (*i.e., 484*)\*\* CODE VIOLATED (*i.e., Penal Code*)\*\*\* DISPOSITION (*i.e., probation, parole, fine, length of term, etc.*)

COURT OF CONVICTION (Name and Address)	ARRESTING AGENCY (Name and Address)	DATE OF CONVICTION	TYPE OF CONVICTION	* CODE SECTION VIOLATED	** CODE VIOLATED	*** DISPOSITION	CASE NUMBER
<b>Example:</b> Sacramento Cnty. 456 Main St., Sac	Sacramento City Police 123 Main St., Sac	2/20/87	<input type="checkbox"/> Felony <input checked="" type="checkbox"/> Misdemeanor	484	Penal Code	6 months probation and \$200 fine	1234
A.			<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor				
B.			<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor				
C.			<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor				
D.			<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor				



NAME OF APPLICANT

### PART D — BACKGROUND INFORMATION (Continued)

4E. ADDITIONAL INFORMATION: Specify the conviction to which your explanation is referring. (Attach extra sheets if more room is needed. **Each additional sheet must be signed by applicant and employing broker when applicable.**)

## Salesperson Exam & License Certification

**Exam** — I hereby certify under penalty of perjury that I am aware of and meet all examination requirements as set forth in RE 435A. I also understand that the fee remitted will not be refunded under any circumstances (Section 10207 of the B&P Code).

**License** — I certify under penalty of perjury under the laws of the State of California that the foregoing answers and statements given in this application are true and correct, that at the time of license issuance I will be 18 years of age or older, that if licensed I will not violate any provisions of the Real Estate Law nor abuse the privileges of a real estate license. I certify that I am aware of the provisions of Section 10153.4, of the Real Estate Law, which provides that if an applicant fails to submit evidence satisfactory to the Commissioner of successful completion, at an accredited or pre-approved institution, of Real Estate Practice and one additional course listed in Section 10153.2 *other than* Real Estate Principles, Advanced Legal Aspects of Real Estate, Advanced Real Estate Finance, or Advanced Real Estate Appraisal, the real estate salesperson's license will be *automatically suspended* effective 18 months from the date of issuance. I understand that the Department of Real Estate cannot refund the fees submitted with this application, if I fail to qualify for the license for any reason or withdraw this application.

I understand that it is my obligation to notify the Department in writing of any convictions of law that occur subsequent to my filing this application.

5. SIGNATURE OF APPLICANT

6. DATE



**SALESPERSON EXAM/LICENSE INSTRUCTIONS**

RE 435A (New 6/05)

Telephone: (916) 227-0904

**GENERAL INFORMATION**

- This combination application may be used for either of the following two purposes:
  - ✓ **Applying** for the real estate examination and the real estate license at the same time.
  - ✓ **Applying** for the real estate license during the examination process.
- The following fees must be included with your application:
  - ✓ The current examination fee **and** the current license fee. (Refer to Fees, Payment & Mailing Information.)
  - ✓ The fees for the examination and license are not refundable.
  - ✓ **Fee valid for two years** — Missing requirements may be submitted anytime within the two year period after DRE receipt of your application/fee. A new application, fee, and current qualifications will be required if you fail to qualify for and pass the examination during that two year period.
- The following must be submitted before your license can be issued:
  - ✓ Proof of legal presence document (i.e., birth certificate, passport, resident alien card, etc.) **and** a State Public Benefits Statement (RE 205). Please refer to that form for further instructions.
  - ✓ Transcripts for Real Estate Principles, if not previously submitted. Optional transcript (non-conditional license) for Real Estate Practice and/or one other required course, if not previously submitted. (Refer to Education Requirements.)
  - ✓ A copy of the completed Live Scan Service Request (RE 237) if you choose to be fingerprinted prior to taking your examination. (Refer to Fingerprint Information.)

*Please read all examination and license information/instructions before completing and submitting this application; type or print in ink.*

**GENERAL EXAMINATION INFORMATION**

- You may only be scheduled for one salesperson examination date at a time.
- **Name** — The name you use on your examination application must be your legal name. Provide documentation (i.e., copy of your drivers license, marriage certificate, etc.) for any name change or discrepancy between your legal name and the name you used in applying for the examination or the name on your transcripts.

- **Mailing address** — Please use a personal mailing address (item # 5A–D); use of a real estate school/business mailing address may cause a delay in mail delivery. If you are not a resident of California, submit a notarized Consent to Service (RE 234). **Note:** After passing your examination, your license mailing addresses will be public information which is posted on the Internet and available from DRE via telephone and written requests. Please consider this when identifying a mailing address. You may change your mailing address anytime after your examination is scheduled at [www.dre.ca.gov](http://www.dre.ca.gov) or by submitting Salesperson Examination Change Application (RE 415A).
- **Applicant mailing lists** — The lists of examinee names and addresses are provided, upon request, to institutions who wish to offer educational opportunities. Your name and address will be provided unless you responded “no” to Part A, item #7.
- The examination is qualifying in nature. If you pass the examination, an actual score will not be released.

**EXAMINATION SCHEDULING INFORMATION**

- **Salesperson examinations are usually given:** Weekdays as needed, *except* Wednesday, in Fresno, Los Angeles, Oakland, Sacramento, and San Diego. *Schedules and examination locations are subject to change.* At [www.dre.ca.gov](http://www.dre.ca.gov) you can view a calendar of examination dates and locations currently being scheduled. Since DRE allows reschedule requests online, by phone, and through the mail, examination dates fill quickly and a particular date may not be available; therefore, requests cannot be guaranteed.
- If you want the earliest possible date, indicate more than one area in Part B, item #1 and attach a separate page stating specific dates. Include your daytime phone.
- If you do not provide a date in Part B item #2, you will be scheduled for the earliest available date in the area chosen.
- **Exam date notification** — Notification of your examination, date, time, and location will depend upon the volume of applications submitted. If you do not receive an examination confirmation notice after three–four weeks, you can access [www.dre.ca.gov/proc\\_time.htm](http://www.dre.ca.gov/proc_time.htm) to check on the latest application processing timeframes.

If you have not yet been assigned an exam date or received a deficiency letter and your application was submitted at least four weeks prior, check with your bank or credit card company to assure that DRE has processed your fee before contacting our Sacramento Office. If your fee has been processed and it is beyond the timeframe indicated on our Web site contact DRE at (916) 227-0931 to check the application status.

- Applicants with physical limitations requiring special accommodation must submit a written request which describes the limitation and the special accommodation requested. Compliance with special requests may be limited by scheduling constraints.
- Use **www.dre.ca.gov** (eLicensing) for expedited processing to reschedule an examination, review your examination results and records, request a duplicate schedule or result notice, and change your examination mailing address.

### CURRENTLY OR PREVIOUSLY LICENSED?

- If you currently have a real estate salesperson license in California, or if your license expired less than two years ago, you are not eligible to take a salesperson examination. You may obtain a new license through the renewal process.
- If you were issued an 18-month conditional salesperson license within the last four years, that is currently suspended under the Business and Professions (B&P) Code Section 10153.4, you are not eligible to take the salesperson examination. However, if four years have elapsed from the issuance date of the suspended license, you are eligible to take a new salesperson examination.

### EDUCATION REQUIREMENTS

In addition to this application and fee, salesperson license applicants must submit a transcript or credit certificate showing proof of completion of a three semester or four quarter unit college-level course in **Real Estate Principles** or an equivalent DRE approved course. Alternatively, applicants may be scheduled for this examination by certifying under penalty of perjury that they are currently enrolled in an acceptable **Real Estate Principles** course. Proof of completion of the course must be submitted before the original license can be issued.

All salesperson license applicants are required to submit evidence (official transcripts) of completion of a college-level course in **Real Estate Practice** and one additional course in specified areas either before or within 18 months of the issuance of their original license (B&P Code Section 10153.4(a)). The additional course may be selected from the following: Accounting, Business Law, Common Interest Developments, Computer Applications in Real Estate, Escrows, Legal Aspects of Real Estate, Mortgage Loan Brokering & Lending, Property Management, Real Estate Appraisal, Real Estate Economics, Real Estate Finance, Real Estate Office Administration.

The three semester-unit or four quarter-unit courses must be completed through a regionally accredited college or university or an approved DRE private course sponsor. Course(s) completed through a foreign institution of higher learning **must** be evaluated by a foreign credentials evaluation service approved by DRE. Legible copies of transcripts are acceptable.

Applicants who do not submit proof of successfully completing the two additional courses prior to successfully complet-

ing their examination will be issued an 18-month conditional license. If this education requirement is not met within the 18-month period, your license will be automatically suspended.

Refer to **Instructions To License Applicants** handbook for further information and examination rules. The handbook is available on the DRE Web site or from any DRE office.

### GENERAL LICENSE INFORMATION

- Use these instructions to complete Part C & D of the application.
- Application deficiencies such as failure to submit the proper fee, Legal Presence information, educational requirements, or completed Live Scan Service Request (RE 237) (if required) will delay processing.
- You may check to verify that your license has been issued by using eLicensing from the Department's Web site at: **www.dre.ca.gov**. Current processing timeframes for properly completed applications are posted on the Web site.
- Most forms referenced in these instructions can be obtained from the DRE Web site or the interactive telephone system.

#### Part C

- Part C must be completed by the sponsoring broker or licensed officer if you will be performing work in real estate for which a real estate license is required. **Note:** Only the sponsoring broker's or licensed officer's signature is acceptable. Signatures of office managers, other salespersons, secretaries or non-licensed officers are not acceptable, and will delay the issuance of the license.
- If a corporation is entered on line #5, the licensed officer should enter his/her printed name and sign on behalf of the corporation.

#### Part D

- **ALL** questions must be answered and a full explanation must be provided if questions 1–3 are answered "yes." Insufficient or no explanations will delay the processing of your license.
- Read the Salesperson Certification and sign on line 5.

### FINGERPRINT INFORMATION

#### Completion & submission of RE 237

One set of classifiable electronic fingerprints is required from every real estate license applicant unless fingerprints are already on file with DRE. Applicants have the option of getting their fingerprints taken at the time they submit this application or any time thereafter. Fingerprints must be submitted through the California Department of Justice (DOJ) Live Scan Program. A Live Scan Service Request (RE 237) may be obtained online at **www.dre.ca.gov** and will be sent with your exam scheduling notice.

After you have your fingerprints taken by the live scan service provider, either submit a completed copy of RE 237 with this



application or, if you choose to get your fingerprints taken at a later date, submit a completed copy of RE 237 to the Department of Real Estate, P.O. Box 187002, Sacramento, CA 95818, Attn: Fingerprint Desk. Your license will not be issued until a report from the Department of Justice is received stating that there is no criminal history, or disclosing the existence of criminal history information. If prior criminal information is disclosed in the report, further background inquiry may be required before your license is issued.

### ***Fingerprint services (Contact the facility for fees/hours)***

Many California law enforcement agencies provide electronic fingerprint services. You may obtain a complete list of fingerprint service providers through [www.dre.ca.gov/fees.htm](http://www.dre.ca.gov/fees.htm). Please note that the hours of operation for each provider may vary and an appointment may be required.

### ***Out-of-state applicants***

Out of state residents either need to make arrangements to get their fingerprints taken at a live scan service provider in California or get fingerprinted out of state using the FBI Applicant Fingerprint Card (FD-258 Rev. 5/99). A fingerprint card can be obtained by contacting the Licensing Section at (916) 227-0931. It should be taken to a local law enforcement agency for completion and submitted directly to DRE with the completed license application, license application fee, and \$56 fingerprint processing fee.

## **CONDITIONAL LICENSE**

Licensees who obtain a conditional license pursuant to B&P Code Section 10153.4, and do not submit their course requirements before the four-year license expiration date, are not entitled to renew the license.

## **NOTICE OF APPEAL PROCESS**

The Department of Real Estate has established time periods for the processing of permit applicants as required by the Permit Reform Act (Government Code Section 15374 et seq.). These time periods are set forth in Regulation 2709, Chapter 6, of Title 10, of the California Code of Regulations. Failure to comply with these time periods may be appealed to the Secretary of the Business, Transportation, and Housing Agency, 980 9th Street, Suite 2450, Sacramento CA 95814-2719, pursuant to Section 7600 et seq. of Title 21 of the California Code of Regulations. Under certain circumstances, the Secretary may require the Department of Real Estate to reimburse the applicant for the filing fees paid in connection with the application.

## **FEES, PAYMENT & MAILING INFORMATION**

**Fees** — Refer to Exam & Licensing Fees (RE 206) or the DRE Web site to verify current fees. Fees are subject to change.

Missing requirements may be submitted anytime within the two year period after DRE receipt of your application/fee. A new application, fee, and current qualifications will be required if you fail to qualify and pass the examination during that two year period.

**Conditional Salesperson** — Qualifying for license with Real Estate Principles only and do not intend to submit evidence of completion of remaining two statutory college level courses before passing the examination.

Exam ..... \$25  
License ..... \$145  
**Total due to DRE .... \$170**

**Salesperson** — Submitting all three courses with this application or intends to submit all three courses (one of which must be Real Estate Practice) before passing the examination.

Exam ..... \$25  
License ..... \$120  
**Total due to DRE .... \$145**

**Fingerprint Fee** ① ..... \$56

① *Fingerprint fee* — Applicants who *reside in California* will pay a \$56 fingerprint processing fee directly to the live scan fingerprint service provider. Applicants who *reside out of state* should submit the \$56 fingerprint processing fee with their application, fingerprint card, and license fee.

Fees are not refunded if an applicant fails to pass the examination.

**Acceptable payment methods** — Cashiers' check, money order, check or credit card.

- Make check or money order payable to: **Dept. of Real Estate**
- If paying by credit card, use a Credit Card Payment (RE 909).

**Mail To** — Department of Real Estate, P.O. Box 187001, Sacramento, CA 95818-7001

**Fax To** — Department of Real Estate at (916) 227-0925. Do not fax multiple requests.

## **PRIVACY NOTICE**

Section 1798.17 of the Civil Code requires this notice be provided when collecting personal or confidential information from individuals. *Each individual has the right to review personal information maintained by this agency, unless access is exempted by law.* Inquiries should be directed to:

Department of Real Estate  
Managing Deputy Commissioner IV, Licensing  
2201 Broadway, Sacramento, CA 95818  
Telephone: (916) 227-0931

General powers of the Commissioner, Section 10050, 10071 and 10075 of the Business and Professions Code authorize the maintenance of this information.

Business and Professions Code Section 30, added by Statutes 1986, Chapter 1361, Section 1, requires each Real Estate licensee to provide to the Department of Real Estate his

or her Social Security number which will be furnished to the Franchise Tax Board. Failure to provide this information is subject to the penalty provided in Revenue & Tax Code, Section 19276. Your Social Security number shall not be deemed a public record and shall not be open to the public for inspection. The Franchise Tax Board will use your number to establish identification exclusively for tax purposes.

The Real Estate Law and the Regulations of the Commissioner require applicants to provide the Department with specific information. If all or any part of the required information is not provided processing may be delayed. In addition, the Commissioner may suspend or revoke a license, or in the case of a license applicant, may deny the

issuance for misstatements of facts (including a failure to disclose a material fact) in an application for a license.

The information requested in the application is primarily used to furnish license status information to the Department's regulatory section, and to answer inquiries and give information to the public on license status, business address and actions taken to deny, revoke, restrict or suspend licenses for cause.

This information may be transferred to real estate licensing agencies in other states, law enforcement agencies (City Police, Sheriff's Departments, District Attorneys, Attorney General, F.B.I.), and other regulatory agencies (i.e., Department of Corporations, Department of Insurance, Department of Consumer Affairs, California Bar Association).

**EXAM/LICENSE APPLICATION CHECKLIST**

RE 216B (New 12/05)

**GENERAL INFORMATION**

This checklist may be used for *either* the salesperson or broker exam/license applications.

- ✓ Read appropriate license instructions carefully (RE 435A or RE 436A).
- ✓ Items to be included in your packet are listed below. Check off each item as you assemble your packet.
- ✓ Mail completed **application package and fee** to:  
Department of Real Estate  
P.O. Box 187002  
Sacramento, CA 95818-7002

- ✓ Titles of forms referenced by number. **Note:** Asterisk denotes forms available on DRE's Web site at [www.dre.ca.gov](http://www.dre.ca.gov).

- \*RE 435 Salesperson Exam/License Application
- \*RE 435A Salesperson Exam/License Instructions
- \*RE 436 Broker Exam/License Application
- \*RE 436A Broker Exam/License Instructions
- \*RE 205 State Public Benefits Statement
- \*RE 205A State Public Benefits Information
- \*RE 205B State Public Benefits (Comprehensive List)
- \*RE 206 Exam & Licensing Fees
- \*RE 237 Live Scan Service Request (Applicant)
- \*RE 237B Fingerprint Information
- \*RE 909 Credit Card Payment

**SALESPERSON APPLICANTS****Required documents...**

- ☐ RE 435 — Completed and signed by applicant.
- ☐ Transcript for Real Estate Principles — Not needed, if previously submitted or currently taking class and submitting for application for an exam date **and** license.
- ☐ Optional transcript (non-conditional license) for Real Estate Practice and/or one other required course — not needed, if previously submitted.
- ☐ RE 205 — Completed and signed by applicant.
- ☐ Documentation to establish U.S. citizenship or alien status — Refer to RE 205, 205A, and 205B for further information.
- ☐ RE 237 (See ① below.) — Completed by applicant and live scan service operator. **Note:** Not needed if your fingerprints were taken within two years of submitting your examination application.
- ☐ **License fee** — Refer to RE 206 for current fees. Refer to RE 436A for explanation of conditional license.  
  

<i>Non-conditional</i>	\$145 (exam & license)
	\$120 (license only; pre-paid exam)
<i>Conditional</i>	\$170 (exam & license)
	\$145 (license only; pre-paid exam)
- ☐ Cashiers' check, check, or money order made payable to: Department of Real Estate
- ☐ RE 909 — If paying by credit card.

**BROKER APPLICANTS****Required documents ...**

- ☐ RE 436 — Completed and signed by applicant.
- ☐ RE 205 — Completed and signed by applicant. **Note:** Not needed if *permanent* proof of legal presence has been previously submitted.
- ☐ Documentation to establish U.S. citizenship or alien status — Refer to RE 205, 205A, and 205B for further information. **Note:** Not needed if *permanent* proof of legal presence has been previously submitted.
- ☐ RE 237 (See ① below.) — Completed by applicant and live scan service operator. **Note:** Not needed if you hold a current California real estate license or held a California real estate license which expired during the past two years.
- ☐ **License fee** — Refer to RE 206 for current fees.  

\$215	(exam & license)
\$165	(license only; pre-paid exam)
- ☐ Cashiers' check, check, or money order made payable to: Department of Real Estate
- ☐ RE 909 — If paying by credit card.

① Make two photocopies of the copy provided. After fingerprints are completed the live scan service operator will retain the *original*. You should return the *second* copy to DRE and keep the *third* copy for your records.